

## NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD



4901 Glenwood Avenue • Suite 200 Raleigh, North Carolina 27612 Phone: (919) 788-5320 • Fax: (919) 788-5365 E-Mail: PPSASL@ncdoj.gov

Web Page: www.ncdoj.gov/ASL.aspx

## MEMORANDUM – JULY 2013

TO:

ASLB Licensees

FROM:

Terry Wright, PPS Director.

The purpose of this informational mailing is to update licensees on various important issues.

#### Criminal Record Checks

Due to recent FBI guideline changes, we will no longer provide the licensee with the state, date, and county regarding national (out of state) charges/convictions obtained via the fingerprint record check(s). We are allowed to advise the licensee of the charges/convictions obtained via the public record check. The PPS staff will send the licensee a letter advising that "due to the background investigation conducted on the applicant, we are unable to administratively approve his/her application at this time".

According to the FBI in regards to national charges/convictions we are allowed to send the applicant specific details regarding our decision. Therefore, effective immediately the applicant will receive information related to their background investigation. It is imperative that the applicant submit their correct P.O. Box or home mailing address. The licensee will be sent a letter advising that "due to the background investigation conducted on the applicant we are unable to administratively approve their application at this time". Once the licensee receives the letter, in order to continue with the application process, the applicant will be required to fill out the Federal Background Request Form included with this memorandum. Additional copies can be obtained by accessing the ASLB website located at <a href="https://www.ncdoj.gov/ASL.aspx">www.ncdoj.gov/ASL.aspx</a>. This takes you to the PPS webpage which you will need to scroll down and on the left hand side click on the following: Alarm Systems Licensing, then Forms.

After we receive the form in the office, we will mail the background information to the applicant. The individual will then be <u>required</u> to provide a certified copy of their criminal record from the <u>public records database</u> from the jurisdiction of the listed charge(s)/conviction(s). Once we have received the public record(s) from the applicant we will approve the application, provide a letter to the licensee requesting additional information or advise the licensee of the grounds for denial for said applicant.

If the public record submitted with the application includes the charge/conviction discovered by PPS, no additional criminal record will be required.

Please be advised under no circumstances will we be able to provide anyone other than the applicant, the contents of his/her national criminal history record obtained via the fingerprint process.

Please be advised all applicants have a right to review information obtained as a result of the background review process.

#### Right to Review

Please be advised that we are not allowed to disclose the findings of an SBI record. However, if the applicant would like to review and possibly challenge the record, they can do so by accessing

North Carolina State Bureau of Investigation Criminal Information and Identification Section Attention: Applicant Unit-Right to Review 3320 Garner Road Post Office Box 29500 Raleigh, North Carolina 27626-0500

Please be advised that we are not allowed to disclose the findings of an FBI record. However, if the applicant would like to review and possibly challenge the record, they can do so by sending a written request to the following:

Federal Bureau of Investigation СЛS Division ' Attention: Record Request 1000 Custer Hollow Road Clarksburg, WV 26306



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Web Page www.ncdoj.com/pps.aspx

# Federal Background Release Information

Date	
Full Legal Name	
. (	printed or typed)
I am required to provide the Alarm Systems Licensing Bodatabase of the jurisdiction of said charge(s)/conviction	on, I understand that in order to continue with the application process oard a certified copy of my criminal record from the public records (s). For military charge(s) only; submit official military documentation n option, I may obtain an online statewide criminal record check from
Applicant must include a copy of this letter when submi	tting the requested documentation to our office.
State Alabama	Date(s)
Comments:	
. Signature of Applicant:	(Original Signature Required)